LMS for Managers

Overview

The Milwaukee County Training and Development Center is the new cloud-based Learning Management System (LMS) for Milwaukee County. The LMS will allow you to track your or your direct reports' training, register for classes, complete online courses, add external training, and run reports. This handout will cover the following topics:

- *Viewing Your Team*
- *Viewing Employee Transcripts*
- *Assigning Training*
- *Approving and Denying Training*
- *Viewing Dashboards*
- *Viewing Reports*

Viewing Your Team
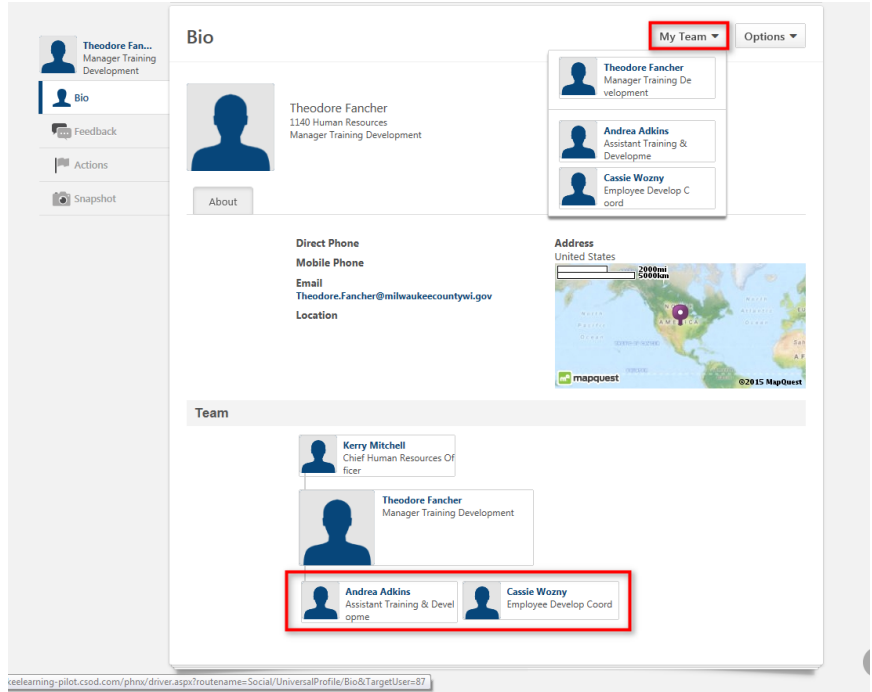
To view your team, including your universal profile, please complete the following steps:

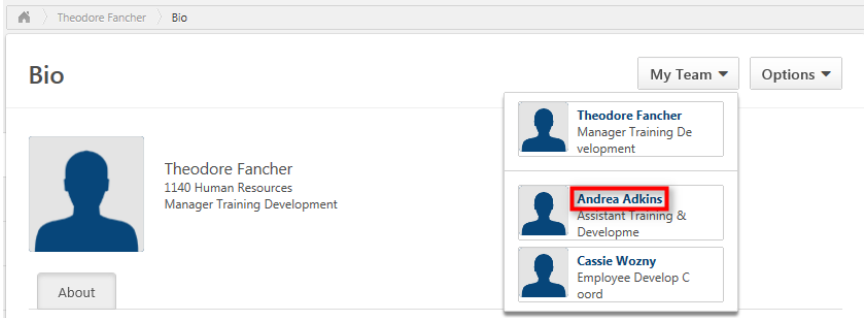| Step	Action
1	Click **My Team** on the **Main Menu**. **Result**: Your universal bio page will display.

Step	Action
2	Scroll down to see the employees that are part of your team, or click the **My Team** button in the upper right-hand corner of the page.

Note: You can take actions on your direct reports by clicking on their names, as you will see in the next section.

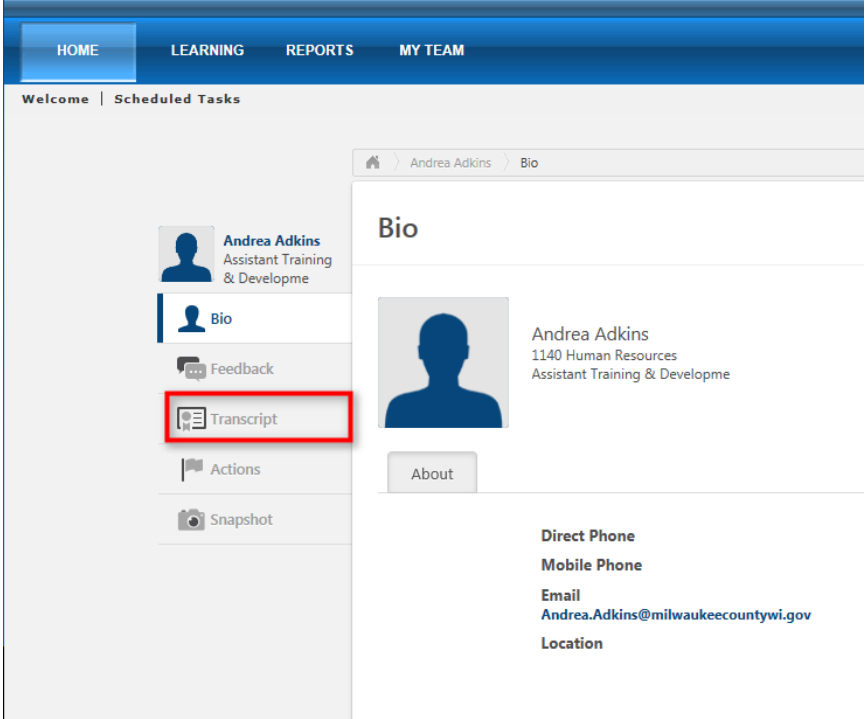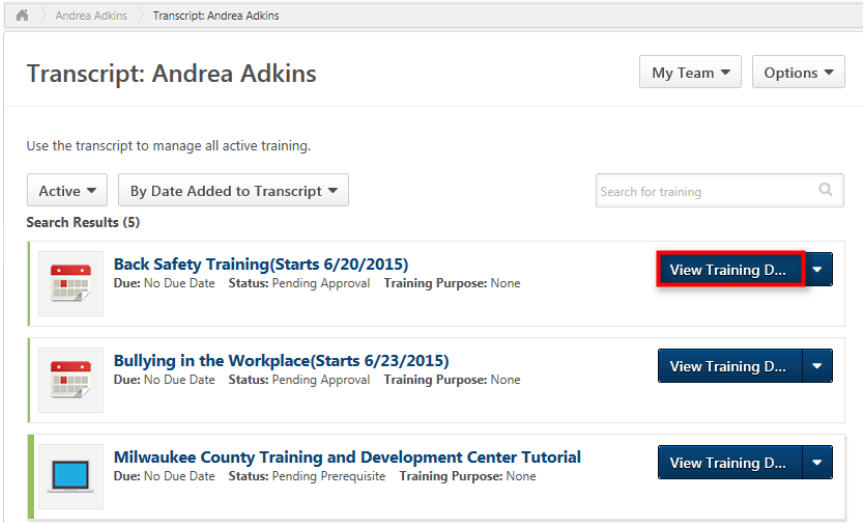**Viewing Employee Transcripts**

To view the transcripts of your direct reports, complete the following steps:

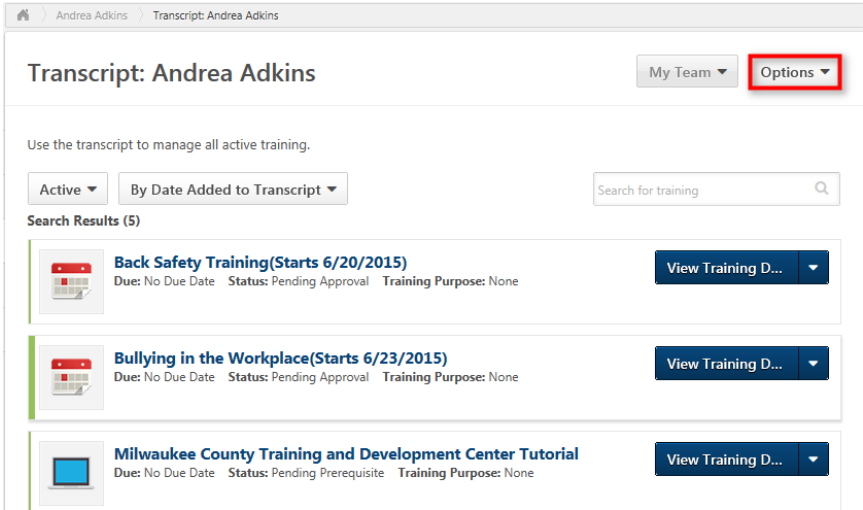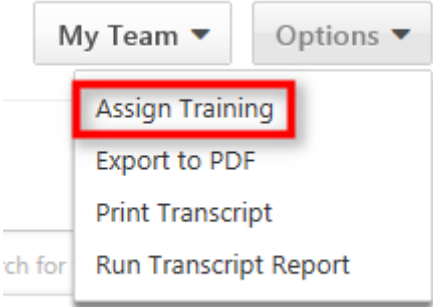| Step	Action
1	Click **My Team** on the **Main Menu**. **Result**: Your universal bio page will display.
2	Click the name of the direct report whose transcript you would like to view. **Result**: Your direct report's bio page will display.

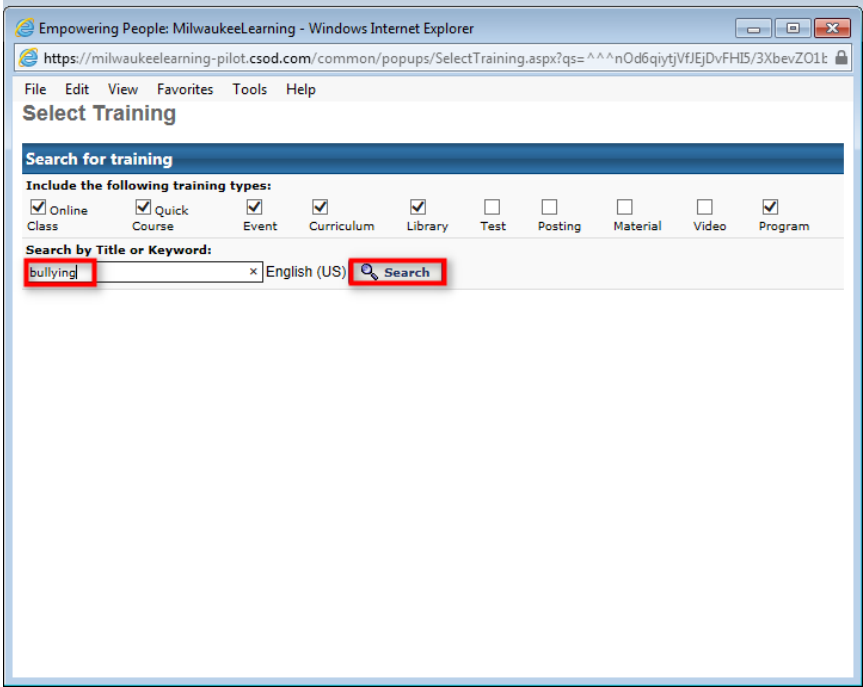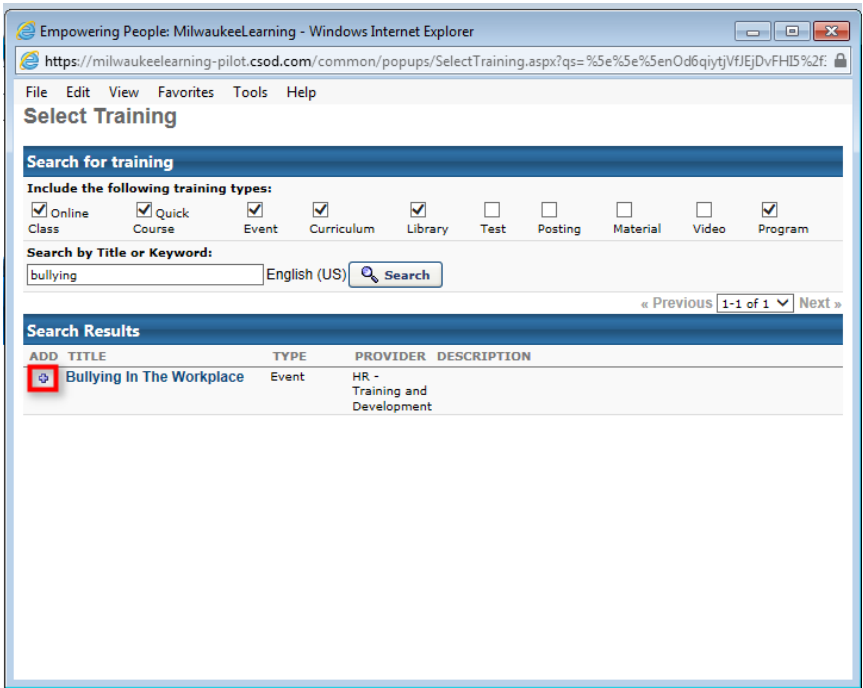| Step	Action
3	Click the **Transcript** link to the left of your direct report's bio. **Result**: Your direct report's transcript will display. **Note**: You can view details by clicking the **View Training Details** button to the right of each learning object.

Assigning Training

To assign training to your employee, please complete the following steps:

Step	Action
1	On the **My Team** page, click the **Options** button.
2	Click **Assign Training** from the drop-down menu.

Step	Action
3	Type in the name of the training for which you are looking and then click the **Search** button, or click the **Search** button to see all available training.
4	When you find the training you want to assign, click the blue plus sign to the left of the title.

Step	Action
5	If this is for classroom training with multiple sessions, you will need to first select a session by clicking the **Select Session** button.
6	From the drop-down menu to the right of the **Request** button to the rest of the session you want to assign, click **Assign**.

Step	Action
7	You can either click the checkbox to the left of each direct report to whom you want to assign this training, or you can click the checkbox to the left of **Direct Reports** to assign it to all of your direct reports. **Note**: Your direct report(s) will receive an email regarding the assignment of training.
8	Click the **Submit** button to finish assigning the training. **Note**: If the training is an online course or another type of learning object that does not require a session, you can just skip Steps 5 and 6.

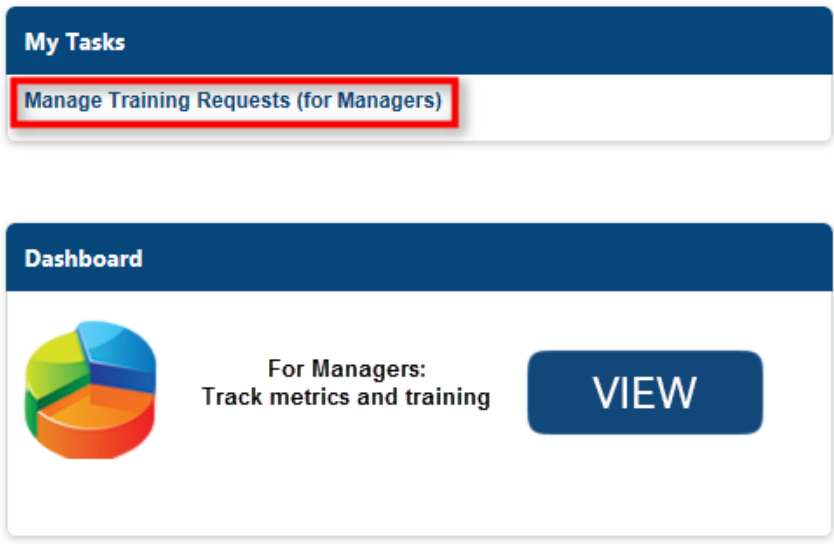|	
Approving and Denying Training	Your direct reports can request training. For most instructor-led training courses and some online courses, you will need to approve the request before your direct report can register for or attend training.
	When there is a training request, you will receive an email directing you to log into the LMS and approve or deny the request. To approve or deny training requests, complete the following steps:

Step	Action
1	On the Welcome Page, you can click the **Manage Training Requests (for Managers)** link in the **My Tasks** widget.

My Tasks

Manage Training Requests (for Managers)

Dashboard

For Managers:
Track metrics and training

VIEW

	Another way to access it is on the **Main Menu**. Click **My Team** and then **Manage Employee Learning** below it, and then click **Manage Pending Requests.**
	Result: The **View Pending Requests** page will display.

Step	Action
2	If there are any pending requests, you will see the requests, with your employee's name to the left, followed by the name of and information about the course, and finally a green checkmark and a red x under **Options**.
3	Determine if you are going to approve or deny training, usually based on coverage, purpose, and necessity.
4	To approve the request, click the green checkmark to the right of the course request you want to approve.

Step 3 table:

If…	Then
You want to approve the training request	Continue to the next step.
You want to deny the training request	Skip to Step 7.

Step 4 result:

Result: The **Approve Request** page will display.

Step	Action
5	You can enter a comment if you wish in the text field, but to complete the approval, click the **Submit** button. **Approve Request** Please enter any additional comments: By selecting "**Employee Pays**" you are requesting that the employee be allowed to take th Cancel **Submit** **Result**: The request will disappear from the page, and your direct report will receive an email letting him/her know that the request has been approved.
6	To deny the request, click the red x to the right of the course request you want to deny. (3 Results) Options ✔ ✖

Step	Action
7	You can enter a comment in the field. For example, you can suggest another quarter or month, another class, or another session. You can also leave this field blank. Then click the **Submit** button.
	Deny Request
	Please enter any additional comments:
	Please re-request this course in Q4.
	Cancel **Submit**
	Result: The request will disappear from the page, and your direct report will receive an email letting him/her know that the request has been denied.

Viewing Dashboards

In addition to viewing individual transcripts, you can also view pre-configured dashboards. To view a dashboard, complete the following steps:

Step	Action
1	Scroll down on the **Welcome Page** and click the **View** button in the **Dashboard** widget. **Result**: The Employee Training Progress Pie Chart will display.
2	Click the drop-down arrow to the right of the title.

Step	Action
3	Click the **View Details** link.

Result: You will see additional details regarding the training progress for your direct reports.

Viewing Reports

To view additional training reports, complete the following steps:

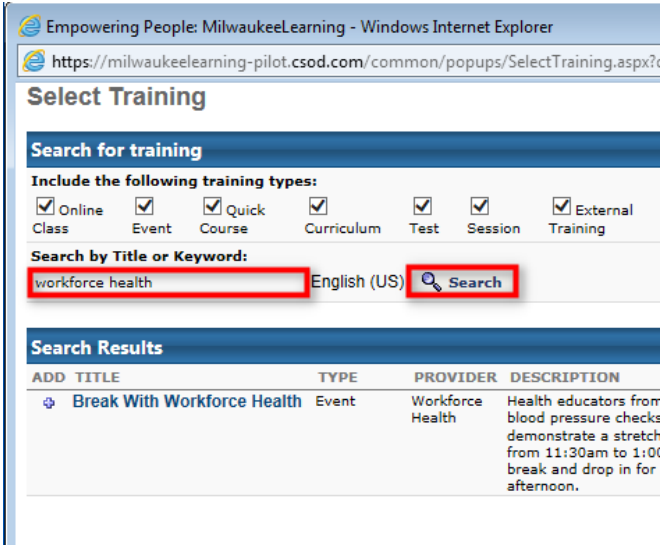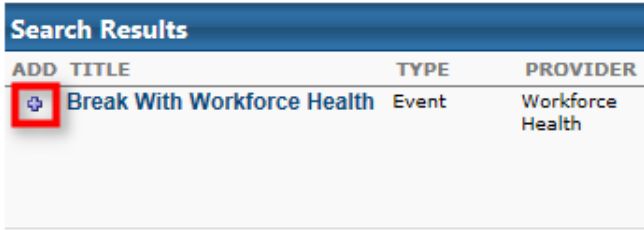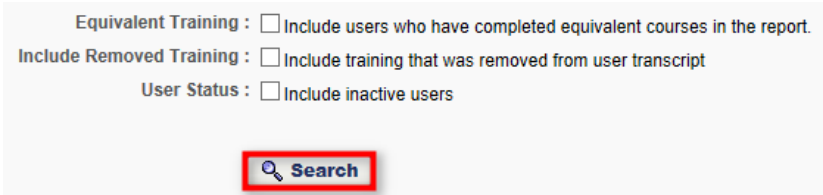| Step	Action
1	On the **Main Menu**, click **Reports** and then **Standard Reports** below it. **Milwaukee County** **Training and Development Center** HOME LEARNING REPORTS MY TEAM Standard Reports | Dashboards **Result**: The **Reports** page will display. In this example we are going to use the **Training Progress Pie Chart** report.
2	Click the title of the report you want to run. **Session Withdrawal** Displays a list of employees who registered for sessions and later withdrawal. **Training Progress Pie Chart** Displays a pie chart summary of subordinates' training progress. **Training Status Summary** Displays a summary of how many training items each employee h

Step	Action
3	Depending on the report, you may have to configure several fields.
4	If you see a button that looks like a small square pointing toward a larger square, click it to have a search window open. **Note**: You cannot type directly into this field before clicking the button. You must click the button to open the search window.

Step	Action
5	Type the name of the training in the Search by Title or Keyword field and then click the **Search** button, or click the **Search** button to see all training options.
6	Click the blue plus sign to the left of the title.
7	Click the **Search** button.
8	Finish filling in any fields, and then click the **Search** button. **Result**: The report will display.